

SOCIAL SERVICES / WELFARE RECORDS RETENTION SCHEDULE

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SOCIAL SERVICES/WELFARE

NOTE: *All retention periods are filed by either the fiscal or calendar year. For all UNANNOTATED DUPLICATE COPIES, preferably destroy immediately after administrative need ends by either the fiscal or calendar year.*

SG1401. CASE RECORD

Retention	Record copy:
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- A. Including but not limited to application for assistance or services, eligibility forms, case history, authorization of assistance or services, and correspondence:

PERMANENT. Contact State Archivist.

- B. Including but not limited to pre-adoption history, medical report on natural mother and child, and correspondence:

PERMANENT. Contact State Archivist.

- C. For child, and covering one of the following: abuse or maltreatment; child support; foster care child; family adopting a child; child health; medical assistance; or day care child's medical records; except for adopted child sealed case record, which must be retained permanently; including but not limited to application for assistance or services, eligibility forms, authorization of assistance or services, and correspondence:

Retain until youngest child attains age 28.

- D. For child held in detention home, children's shelter or similar facility, including but not limited to admission and release notice, copy of court order, copy of admission physical examination, psychiatric evaluation, accusation of staff abuse, list of personal property, and clothing inventory:

Retain until child attains age 21.

- E. Non-services and Services case files, other than those described in item 1, sections c and d above, including programs such as Public assistance and Care, Medical Assistance, Food Stamp, Adult Services, and Aid to Dependent Children, and including but not limited to application for assistance or services, eligibility forms, authorization of assistance or services, and correspondence:

6 years after case closed.

- F. Home Energy Assistance case files:

3 years after case closed.

- SG1402. DENIED OR WITHDRAWN APPLICATION FOR ASSISTANCE OR SERVICES**
Retention *Record copy:* 1 year.
- SG1403. REGISTER**
 Index or other record showing applications or requests for assistance or services or showing participation in program.
Retention *Record copy:* 6 years after last entry.
- SG1404. SOCIAL SERVICES CASE TRANSACTION HISTORY OR CASE ACTIVITY CONTROL LOG**
 Record listing actions taken on case and dates, including public assistance, adult services, children's services, adoption case, and day care registration.
Retention *Record copy:* **PERMANENT.** Contact State Archivist.
- SG1405. FOSTER HOME CASE ACTIVITY CONTROL LOG**
Retention *Record copy:* 6 years after termination of foster home certification or license.
- SG1406. RECORD OF ASSISTANCE GRANTED**
Retention *Record copy:*
 A. When assets have been assigned:
 10 years after case closed.
 B. When there has been no assignment of assets:
 6 years after case closed.
- SG1407. ASSET ASSIGNMENT RECORD**
Retention *Record copy:* 10 years after case closed.
- SG1408. ASSET REGISTER**
Retention *Record copy:* 6 years after last case closed.
- SG1409. PROPERTY RECORDS**
 Including deed, mortgage, lien or estate records, and appraisal of fair market value:
Retention *Record copy:* 6 years after assets liquidated or recoupment is completed.
- SG1410. UTILIZATION REVIEW AND LONG-TERM CARE PLACEMENT RECORDS**
 Where Social Services conducts review and placement functions:
Retention *Record copy:* 6 years.

SG1411. PAYMENT ROLL, SCHEDULE OR HISTORY

Retention *Record copy:* 10 years after case closed.

SG1412. MEDICARE, MEDICAID OR INSURANCE CARRIER CLAIM RECORDS

Including but not limited to schedule of payments, copy of claim, listing of invalid or rejected claims, vendor payment list, list of claims submitted for payment, and list of checks received:

Retention *Record copy:* 7 years.

SG1413. INSURANCE AND REIMBURSEMENT RELATED REPORTS

Including Medicare or Medicaid cost report, certified uniform financial or statistical report, and all necessary supporting documentation:

Retention *Record copy:* 9 years.

SG1414. SUPPORT COLLECTION ACCOUNTING RECORDS

Retention *Record copy:*

- A. Official record of account:
6 years after case closed.
- B. Original entry and intermediary records, used in posting information to official account record:
6 years.
- C. Fiscal and statistical reports relating to support collection:
6 years.

SG1415. SUPPORT COLLECTION ENFORCEMENT CASE RECORD

Retention *Record copy:* 6 years after case closed.

SG1416. MASTER SUMMARY RECORD

Index or register of support collection cases:

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

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